Termination - Death of Employee

1.	Click the **Workforce Administration** link. Workforce Administration
2.	Click the **Job Information** link. Job Information
3.	Click the **Job Data** link.
4.	To Search for an existing employee record, Enter EmplID, Name or Last Name. Drop-down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.
5.	Click the **Search** button. If multiple employee records are listed, click on the appropriate employee record to continue. Search
6.	Click the **Plus (+) Key** to add a new job row. +
7.	The **Effective Date** of the added row should be the first day the employee is not paid for this job record. Example: Employee paid thru 10/31/08 (date of death), enter effective date of 11/01/08.
8.	The **Sequence** field defaults to '0'. If the added row has the same effective date as the prior row, the sequence must be changed to the next higher number. Otherwise, do not change.
9.	Click the **Drop-down arrow** to select from the **Action** list.
10.	Click the **Termination** list item. Termination
11.	**NOTE:** Once the Action of 'Termination' has been selected: 1) **HR Status** changes to 'Inactive' 2) **Payroll Status** changes to 'Terminated' 3) **Termination Date** and **Last Date Worked** dates are populated with the day prior to the effective date of the job row.
12.	Click the **Drop-down Arrow** to select from the **Action/Reason** list.
13.	Click the **Death** list item. Death
14.	Click the **Benefits Program Participation** link. Benefits Program Participation

15.	Review the **Manual Override ABBR** option. If employee has the Manual Override ABBR box checked, this box must be 'unchecked' before saving. Manual Override ABBR
16.	Click the **Save** button. Save
17.	The Final Check request process is a manual process. Click the **OK** button. OK
18.	Click the **OK** button. OK
19.	**Review Date of Death field in Personal Data for accuracy.** Click the **Personal Information** link. Personal Information
20.	Click the **Modify a Person** link. Modify a Person
21.	Review the date in the Date of Death field. The Date of Death field will automatically populate on the Biographical Details panel based on the effective date entered in Job Data. Review the date and edit if necessary - this may be necessary if the effective date entered in job data is different from actual date of death due to pay due the employee after date of death. If date is changed, be sure to save before exiting panel.
22.	Click the **Save** button. Save
23.	**The name on the paycheck for payment after employee's death must be change to 'Estate of...'** Click the **Payroll for North America** link. Payroll for North America
24.	Click the **Employee Pay Data USA** link. Employee Pay Data USA
25.	Click the **Update Payroll Options** link. Update Payroll Options
26.	Enter the employee's id in the **EmplID** field.
27.	Click the **Search** button. Search
28.	Click the **Payroll Options 2** tab. Payroll Options 2
29.	Enter the information into the **Paycheck Name** field.

30.	Click the **Save** button. Save
31.	**Employee's Direct Deposit must be set to inactive so that a manual check will be issued to the employee's estate.** Click the **Request Direct Deposit** link. Request Direct Deposit
32.	Click the **Plus (+) Key** to add a new row.
33.	Enter the **Effective Date** of the change.
34.	Click the **Drop-down Arrow** to select from the **Status** list.
35.	Click the **Inactive** list item. Inactive
36.	Click the **Save** button. Save
37.	**Employee's tax information must be edited for Federal and State tax withholding.** Click the **Tax Information** link. Tax Information
38.	Click the **Update Employee Tax Data** link. Update Employee Tax Data
39.	Click the **Plus (+) Key** to add a new row.
40.	Enter the **Effective Date** of the change in tax status.
41.	Click the **Do Not Maintain Taxable Gross and Do Not Withhold Tax** option.
42.	Click the **State Tax Data** tab. State Tax Data
43.	Click the **Do Not Maintain Taxable Gross and Do Not Withhold Tax** option.
44.	Click the **Save** button. Save
45.	**End of Procedure.**